

STANDARD FORM NO. 64

**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Intelligence School**DATE:** 3 September 1957**FROM :** Chief, Operations Support Faculty

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**SUBJECT:** Weekly Report No. 36, 27 August - 3 September 1957

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1. The Training Manual pertaining to supply procedures for Field Case Officers has been submitted in final form to [ ] for review and publication. Official concurrence has been obtained of the Supply Division, Office of Logistics and [ ] Chief CI Staff, [ ]

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2. The film "House on 92nd Street" has been reviewed and determination made to use it in Operations Support #28 to replace "Undercover." [ ] and [ ] are editing the script and preparing the test questions to be used with this film. After a trial run of this film, copies of this script and test will be made available to [ ] for field dissemination if desired.

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3. [ ] ran a Cable and Dispatch Refresher for [ ] secretaries from the Comptroller's Office on 27 and 28 August.

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4. Budget and Finance Procedures #4 started 3 September with an enrollment of [ ] students. [ ] students were originally scheduled to participate but at 4:30 P. M. on Friday, NEA Division cancelled their [ ] students. One NEA student had not passed the Medical so had not been assigned to the Division.

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5. Operations Support #27 was completed on 30 August.

6. Administrative Procedures #74 will begin 9 September. The enrollment to date is [ ]

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7. [ ] completed Operations Support #27 on 30 August. She will participate in Administrative Procedures #74 by giving the lecture on Dispatches and Name Checks.

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8. [ ] gave the Foreign Assignments talk in the Dependents' Briefing on 3 September.

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**SECRET**